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Principal: Mr Jon Francies

Our Ref JFS/ESD

12 December 2016

Dear Parents

Term-time holidays and fixed penalty notices

Term-Time Student Absence

An amendment to the Education (Pupil Registration) (England) Regulations 2006 came into effect from 1st September 2013 and removes any references to family holiday and extended leave as well as the statutory threshold of ten school days. It is made clear that schools may not grant any leave of absence during term time unless there are exceptional circumstances. If absences are granted the Principal will determine the number of school days a child can be away from school.

Therefore no requests for student absence from school will be granted, whatever the reasons, unless the circumstances are genuinely exceptional. If you wish your child to be absent from school and believe the circumstances to be genuinely exceptional you will need to submit a request for absence in writing to the Principal, c/o Ms A McGeough, amcgeough@theburgesshillacademy.org.uk in the first instance.

Fixed Penalty Notices

Fixed Penalty Notices can be issued when student attendance is consistently poor, parents take students out of school for a period of absence without informing us or parents take students out of school even though the school has received a request for absence and it has been deemed as unauthorised. Fixed Penalty Notices are not issued without serious consideration.

On 1st September 2013 the Education (Penalty Notices) (England) (Amendment) Regulations 2013 came into effect. The procedures for Fixed Penalty Notices remain the same but the details of the changes are as follows.

- The penalty to be paid is £120 but if paid within 21 days of receipt of a Notice this is reduced to £60.
- Parents/carers will receive an invoice for £120 per parent per child.
- If payment is not made the matter proceeds to court.

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We will not issue Fixed Penalty Notices unless we feel they are appropriate under the individual circumstances.

Should you require any clarification, please contact Ms A McGeough, amcgeough@theburgesshillacademy.org.uk in the first instance.

Yours sincerely

A handwritten signature in black ink, appearing to read 'J Francies', written in a cursive style.

Jon Francies
Principal